

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 01-04	Effective Date: 12/05/03	Revision Date: 08/31/04
Subject: Research, Evaluation and Planning		

**I. Policy Statement**

The Division's Office of Research, Evaluation, and Planning (REP unit) has the prime responsibility for the timely provision of accurate, reliable, and valid interpretation of information regarding the operation of its programs and facilities. The unit will generate a comprehensive plan for the annual evaluation of the Division's programs. Division planning is empirically based and the result of program evaluation.

**II. Rationale**

The purpose of research, evaluation and planning is to gather, analyze, and disseminate information. The information system is part of an overall research and decision-making capacity, relating to both juvenile and operational needs. The Division is committed to promoting and supporting research conducted by the Division staff and by researchers from outside agencies.

**III. Definitions**

- A. The "Office of Research, Evaluation, and Planning (REP)" is the unit responsible for gathering, analyzing, and disseminating data to enhance Division planning.
- B. The "Program Enhancement Process (PEP)" is the model of quality improvement the Division has chosen to identify effectiveness, ineffectiveness, and performance on outcomes.
- C. "Typical/Common Information Requests" are those that can be resolved in a relatively short period of time. The decision criteria for this category are whether the needed information is currently in existing data and in a usable format.
- D. "Special/Unique Information Requests" are those that are not found in current data sources/reports, require extensive reformatting of data, or require a unique data collection procedure.

**IV. Procedures**

- A. The Research, Evaluation, and Planning (REP) Unit in the Division attempts to meet all information needs for customers in a timely and efficient manner.

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- B. The initial request for information shall occur through informal discussion with REP. Division employees shall contact REP for information needs that have been coordinated with their facility or program directors. Requests from individuals or agencies outside of the Division shall contact the REP unit directly. Requests will be grouped in two general categories: 1) typical or common and, 2) special or unique information needs.
- C. Data integrity is the responsibility of the REP unit. Data collection, analysis, and dissemination shall be accurate and valid and must respect the security and confidentiality of the individuals who are involved. Statistical and research methods used in the collection and analysis of data conform to professional standards of practice.
- D. Program evaluation will be achieved through the Program Enhancement Process (PEP). Instruments to collect data and methods of evaluation will include questionnaires, interviews, and data entry. Statistical analysis of data acquired through the Juvenile Information System and the CARE system will provide a comprehensive look at Division programs. The plan will be supervised by the REP unit and the REP unit will take responsibility for collecting data, analyzing results, and producing an evaluation report.
- E. Research projects conducted using Division staff, clients or data is promoted, but shall meet all of the conditions of the Department of Human Services Policy and Procedures regarding the use of human subjects and document all of the following:
  - 1. the research design conforms to standards accepted by professionals in social science research;
  - 2. informed consent must be obtained from the juvenile and parents of juvenile if the research involves distal or proximal contact (for example, direct interview) with juvenile;
  - 3. the research must not involve medical or pharmaceutical treatment;
  - 4. the research design conforms to standards accepted by professionals in social science research;
  - 5. written permission from the human subjects committee of the agency sponsoring the research;
  - 6. written permission from director of the facility or program where the research will take place;
  - 7. written permission from the director of the REP unit; and
  - 8. written acceptance of project by the Department's Human Subject's Committee.

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**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Eldon Money, Chairman  
Board of Juvenile Justice Services

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Date

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date